



Indiana Department of Homeland Security



Training



IDHS Tier Training

Tier 1 – Mission Focused Training

This is training focused on mission essential individual and collective training activities which ensure the successful conduct of homeland security and public safety operations.



IDHS Tier Training

Tier 2 – Foundational Training

This is training focused on statutorily required, mandated, or voluntary traditional public safety training activities resulting in some type certification, professional development, or discipline specific training which provides for public safety at the basic, intermediate, or advanced levels.



IDHS Tier Training

Tier 3 – Value Added Training

This is training focused on providing additional or supporting training opportunities for the enhancement of specific programs. This would include short-term programs and programs being provided through outside sources or to non-traditional partners.



Exercises



Indiana Planning Scenarios

The suite of 15 National Planning Scenarios are:

1. Improvised Nuclear Device
2. **Aerosol Anthrax**
3. **Pandemic Influenza**
4. Plague
5. Blister Agent
6. **Toxic Industrial Chemical**
7. Nerve Agent
8. Chlorine Tank Explosion
9. **Major Earthquake**
10. Major Hurricane
11. Radiological Dispersal Device
12. Improvised Explosive Device
13. Food Contamination
14. Foreign Animal Disease
15. **Cyber**
- ** Task Force Deployment**



District Exercise Assignments 2008-2010

	2008		2009		2010	
	Discussion Based	Operations Based	Discussion Based	Operations Based	Discussion Based	Operations Based
D1	Biological			Biological	Chemical	
D2		Biological	Radiological			Radiological*
D3	Radiological			Radiological	TF Deployment	
D4		Earthquake	TF Deployment			TF Deployment*
D5	Chemical			Chemical*	Earthquake	
D6		Biological*	Chemical			Chemical
D7	Earthquake			Earthquake	Biological	
D8		Chemical	Earthquake			Earthquake
D9	TF Deployment			TF Deployment*	Earthquake	
D10		TF Deployment*	Biological			Biological



District Exercise Assignments 2011

	2011	
	Discussion Based	Operations Based
D1		Chemical
D2	Earthquake	
D3		TF Deployment *
D4	Biological	
D5		Earthquake *
D6	TF Deployment	
D7		Biological
D8	Chemical	
D9		Earthquake *
D10	Radiological	

IDHS is conducting a training needs assessment to prepare districts for their full scale exercises.



Exercise Guidance

- ❑ Approval of the Executive Director
- ❑ Compliance with USDHS
- ❑ Must be Terrorism based (unless otherwise specified by IDHS)



Exercise Guidance

- ❑ Sub-Grant Agreement between Governmental Body and IDHS
- ❑ Any costs incurred before the date that the sub-grant agreement is fully executed will NOT be reimbursed.
- ❑ The Sub-Grant Agreement must be fully executed at least 30 days prior to the exercise date or it will be cancelled or postponed



Exercise Guidance

- ❑ Fully executing the Sub-Grant Agreement will take approximately 45-60 days after IDHS receives the signed document from the District Fiscal/Legal Agent
- ❑ Fiscal/Legal agent shall be responsible for the receipt and disbursement of all funds related to the exercise costs.
- ❑ If **not** in compliance with HSEEP costs will not be reimbursed

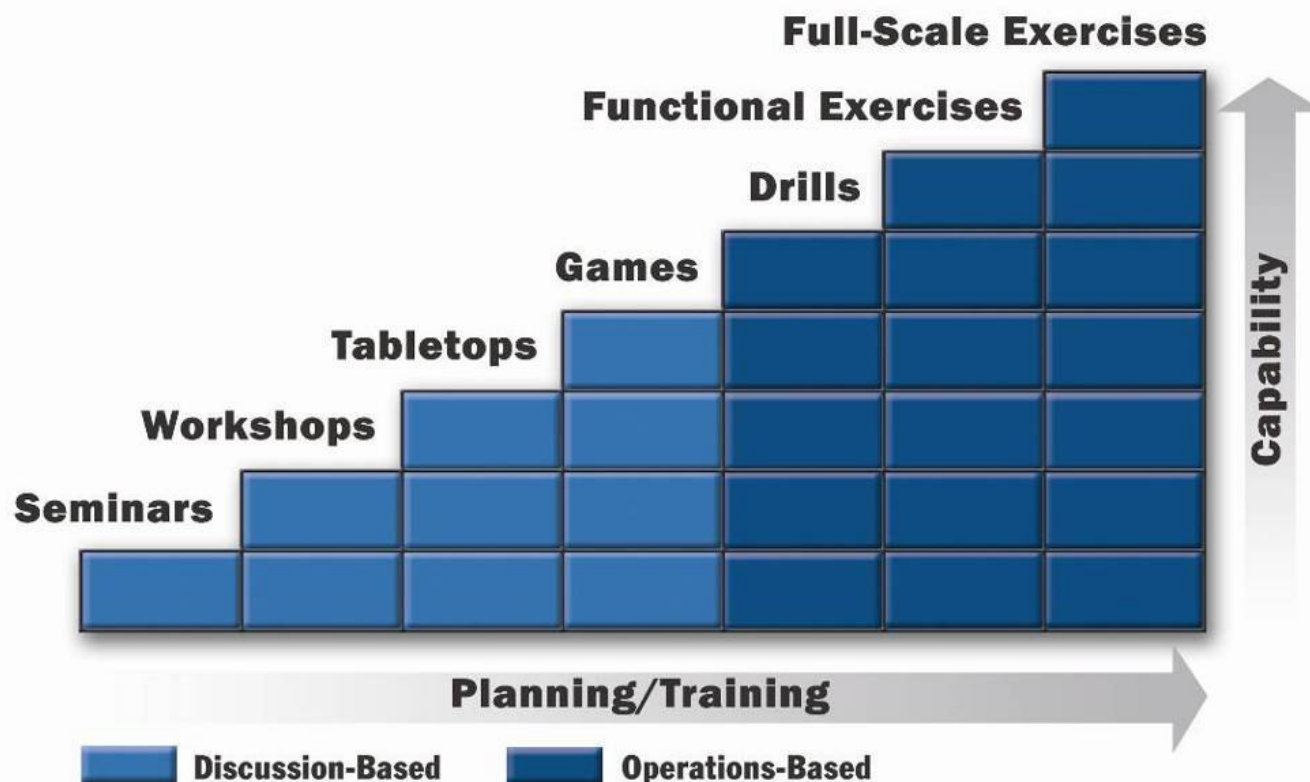


Exercise Proposal

- ☐ EXERCISE PROPOSAL MUST INCLUDE:
 - ☐ Draft of exercise plans, goals, and objectives
 - ☐ Draft Detailed estimated budget
- ☐ A proposal for EACH exercise planned MUST be submitted to IDHS prior to incurring any costs related to the conduct of the exercise.
- ☐ Partnerships with multiple agencies, disciplines and jurisdictions are encouraged



Discussion-Operation Based





NEXS

National Exercise Schedule

- ☐ All exercises must be entered on the NEXS found at:
 - ☐ <https://hseep.dhs.gov/>
- ☐ Exercises must be conducted at the Indiana Department of Homeland Security DISTRICT Level unless prior approval from IDHS



Completion Date

- ❑ All activities must be completed and grant funds exhausted by March 2008 for FY 06 Funds.
- ❑ This activity includes all reporting requirements such as an After Action Report and Plans for Improvement



Documentation

- *Copies of "ALL" exercise documentation must be submitted to the IDHS Exercise Section, Training Division within 45 days of exercise date*
- ❑ Minutes of Planning Meetings
- ❑ Detailed Exercise Budget
- ❑ Invoices or Receipts for Expenditures
- ❑ Exercise Participant Rosters



Documentation

- ❑ Overtime Documentation
 - ❑ Backfill Documentation
 - ❑ After Action Report
 - ❑ Improvement Plan Matrix
 - ❑ Any other document to support planning or conduct of the exercise
- *All documents and materials shall be submitted to IDHS within 45 days after execution of the exercise. Electronic format is desired; email to kwoodall@dhs.in.gov*



Exercise Proposal

- Seminar, Workshop, Tabletops, Games, Drills, Functional and Full Scale Exercise proposals should include at a minimum:
 - Goals
 - Needs/Capability Assessment
 - Scope
 - Statement of Purpose
 - Objectives
 - Narrative
 - Major Events
 - Draft Estimated Budget



Seminar/Workshop Exception

- ❑ It is recognized that Seminars and Workshops do not produce After Action Reports
- ❑ A proposal still needs to be submitted and a Grant Agreement must be generated.



Seminar/Workshop Deliverables

- ❑ Detailed budget for the conduct of a Seminar or Workshop
- ❑ Agenda(s)
- ❑ Rosters of participant attendance
- ❑ Any and all documents generated (i.e. SOP's, EOP's)
- ❑ Any Power Point Presentations
- ❑ All information entered on the National Exercise Schedule (NEXS)



Exercise Expenditures

All costs related to planning, design, development, conduct and after action/improvement planning related to the exercise are allowable.

- * Costs incurred before the sub-grant has been fully executed are NOT allowable



Allowable Exercise Expenditures

- ❑ Mileage at a rate of 40 cents a mile **or** fuel costs can be reimbursed NOT BOTH
- ❑ Fuel costs are allowable ONLY if mileage is not requested
- According to USDHS **vehicle wear and tear and/or maintenance are not allowable expenditures**



Planning Functions

- ❑ All consumable materials for planning process (i.e., paper, writing utensils, manuals, etc.)
- ❑ All materials needed for the conduct of the exercise which are considered consumables (i.e., I.D. Badges, signs, rental items needed, copy fees, exercise enhancements, rental fees, etc)
- *Based upon the type and scope of the exercise and evaluated on an individual basis by the Indiana Department of Homeland Security*



Consultants Contractors

- ❑ The Fiscal/Legal agent shall be responsible for agreements or contracts
- ❑ The contractor/consultant expenses must be part of the detailed estimated budget and final exercise budget
(Contractor Procurement must follow state and/or local laws/ordinances)



Overtime

- ❑ Overtime expenses incurred by agencies for personnel in the exercise must be over and above their normal work hours.
- ❑ Invoices must contain names of employees involved and their normal pay and overtime rate
- ❑ Copy of Employers overtime policy
 - This may include part time or half time employees that work over and above their NORMAL work hours
 - Fringe benefits are NOT allowable expenses



Backfill

(also called Overtime as backfill)

- ❑ Incurred by personnel who are working over and above their normal schedule
- ❑ performing duties of those temporarily assigned to participate in approved exercise activities



Backfill details

- ❑ May include part time or half time employee's who work over and above their normal work hours
- ❑ Backfill reimbursement document must be completed by each agency
- ❑ Shall list each individual requesting backfill reimbursement, hour of participation and rate of pay based on the submitting agencies policy
- ❑ Submission shall be signed by Chief Executive Officer



Paid-For-Call or Paid-on-Call

- ❑ Must be in accordance with their departments established payroll policy
- ❑ May only supplement and must not supplant existing department budget
- ❑ Submission for reimbursement shall be signed and submitted by the Chief Executive Officer



Pay for Volunteers

*those who are **completely unpaid** by their respective organization- does not include Red Cross or CERT volunteers*

- ❑ May be reimbursed at a rate of \$15.00 per hour
- ❑ No individual can collect pay from both their employer and the Homeland Security Grant Funds
 - No vacation or personal days can be used from company time; exercise participation must be outside his or her normal work hours or on leave-without pay from their workplace
 - CERT & Red Cross are not allowable



Volunteer Compensation

- ❑ Reimbursement submission shall be signed and submitted by the Chief executive Officer of the submitting agency
- ❑ If a District chooses to provide a stipend to volunteers for participation in exercise, it shall be included in the budget proposal and distributed by the fiscal agent to the organization.



Grant Fund Restrictions

- ❑ Management and Administrative Costs up to 2.5% are allowable to reimburse costs incurred by the recipient of the funds. Costs may include:
 - Salaries of full time or part time staff or contractors/consultants to assist with management of the program
 - Hiring of full time or part time staff or contractors/consultants to assist with the implementation and administration of the program
 - Travel expenses
 - Meeting related expenses



Grant Fund Restrictions

- Overtime expenses incurred by participating agencies with personnel involved in exercise activities over and above their normal scheduled work hours. **Reimbursement of overtime costs for personnel involved in exercise activities shall not exceed actual time worked and IDHS will not provide reimbursement for more than 12 hours per day per person.** Invoices must contain documentation showing the names of the employees involved, their normal pay and overtime rate, the fact that the employee is overtime eligible and a copy of the employer's overtime policy.
 - This may include part time or half time employees who work over and above their normal scheduled work hours or work week.
 - Fringe benefits are not an allowable expense.



Grant Fund Restrictions

- An overtime reimbursement document must be completed by each agency requesting overtime/backfill/volunteer reimbursement for participation in exercise activities. All overtime/backfill/volunteer reimbursement submissions shall be completed, signed and submitted by the Chief Executive Officer of the submitting agency and must include:
 - The exercise participant's name.
 - Number of hours spent participating in the exercise **for each exercise participant each day of the exercise. These hours should not exceed actual time worked and should not exceed 12 hours per day.**
 - Hourly rate of participant.
 - Total amount of stipend for volunteers (must include the name, number of hours and rate for each volunteer).
 - Copies of exercise attendance sheets must be included in this documentation verifying the participation.
 - An agency overtime policy must accompany the reimbursement request.
 - Any other documentation requested by IDHS



Grant Fund Restrictions

- ❑ Equipment purchases are NOT allowed (i.e. radios, vehicles, furniture, computers, etc)
- ❑ As stated earlier, costs incurred PRIOR to the effective date of the sub-grant agreement (fully executed) are not allowable.



Exercise Reimbursement

1. A fully executed Grant Agreement is in place between IDHS and local Government entity (45-60 days)
 - Costs incurred before agreement is fully executed will NOT be reimbursed
2. Completion of exercise, submission of AAR, IP to IDHS Exercise Training Section



SUB-GRANT AGREEMENT SIGNATURE PROCESS

Task	Time
Sub-grant Agreement sent to Sub-grantee for Signature and sent back to IDHS Grants Management Branch (GMB)	Time dependent on Sub-grantee
GMB delivers Agreement to IDHS Legal	Approximately 5 days
Legal creates Executive Document Summary, Conducts tax clearance checks*, conducts legal review, obtains fiscal approval and returns to GMB for IDHS signature	Approximately 5 days
GMB secures IDHS signature and returns to Legal	Approximately 3 days
Legal submits Agreement to the Indiana Department of Administration (IDOA) for review and approval	Approximately 1 day
IDOA approves Agreement and submits to the State Budget Agency (SBA) for review and approval	Approximately 5 days
SBA approves the Agreement and submits to the Office of the Attorney General (AG) for review and approval	Approximately 7 days
AG approves the Agreements and submits to IDOA for scanning into electronic format	Up to 45 days
IDOA scans and delivers to IDHS Legal	Approximately 3 days
Legal makes copy of Agreement for GMB	Approximately 3 days
GMB distributes to Sub-grantee	Approximately 3 day
*Tax Clearance: IDHS must verify that the Sub-grantee does not owe the State of Indiana any monies based on the records of the Department of Workforce Development (DWD) and the Indiana Department of Revenue (DOR). Failure to obtain clearance by either DWD or DOR will result in GMB being notified of the problem (GMB will notify the Sub-grantee) and the Agreement being held until the Sub-grantee has resolved the issue with either DWD or DOR.	



Reimbursement

3. Final Detailed Budget with invoices/receipts for ALL expenses to include Overtime/Backfill, Volunteer reimbursement, fuel or mileage and any other costs associated with the exercise
4. All required information in NEXS
5. All activities are HSEEP compliant



Questions?